



70TH INTELLIGENCE WING

Supplement 1

10 MAY 2002

Communications and Information

FORMS MANAGEMENT PROGRAM

**"HOLDOVER"**

*"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."*

**NOTICE:** This publication is available digitally.

OPR: 70 IW/SCM (TSgt Irving Moore)

Certified by: 70 IW/SC (Lt Col Robert Cabell)

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AFI 33-360, Volume 2, 27 June 2000, is supplemented as follows. It applies to all 70th Intelligence Wing (70 IW) staff offices and subordinate units who prepare, manage, review, certify, approve or use forms. This supplement does not apply to 70 IW-gained Air National Guard (ANG) or Air Force Reserve Command (AFRC) members or units.

1.5.3.1. (Added) OPRs will contact the forms manager to determine if a prescribing directive is needed.

1.5.5.1. (Added) (70 IW Staff Offices Only) Office of Primary Responsibility (OPR) will accomplish the minimum mandatory coordination for proposed forms with the following offices:

**TABULAR 1**

70 IW/SF (Security Office)
70 IW/DO (Operations Security)
70 IW/SCM (Privacy Act/Freedom of Information Act)
70 IW/JA (Legal Office)
70 IW/CCE (Executive Officer)
70 IW/CV (Vice Commander)
70 IW/CC (Commander)
70 IW/SCM (Publishing Manager)

1.5.6.1. (Added) OPRs will ensure that a Privacy Act Statement is annotated on all forms that collect personal data (for inclusion in a privacy act system of record), and request the individual's social security number.

1.5.11. OPRs will conduct a forms review every two years from the date of the form or the review of the prescribing directive, whichever is first, by using the AF Form 1382, **Request for Review of Publication and/or Form(s)**.

1.5.13. (Added) OPRs will use higher headquarters' forms in lieu of developing wing, group, or lower level forms, whenever possible.

1.7.1. The 70 IW Forms Manager is located within the 70 IW/SCM office.

1.7.3. Forms Managers will work with the OPR to determine if a prescribing directive is needed.

1.7.10.1. (Added) ) All group forms managers and wing staff will send the wing forms manager (70 IW/SCM) a copy of all forms developed within their organization. The wing forms manager will review each form to ensure nonessential or duplicate forms are eliminated or are combined, when similar or related in nature.

1.7.11. The forms manager will request the OPR conduct the review by using the AF Form 1382.

1.7.16.1. (Added) (70 IW Staff) The 70 IW Forms Manager will train all newly appointed Forms Monitors within 90 days of appointment to duty.

1.8. (Added) ) **Forms Monitors.** All wing and group staff offices will appoint a forms monitor in writing to help administer the forms management program and assist the OPR in the development and maintenance of all forms. Each staff office will send the name, office symbol, unclassified e-mail address, and telephone number to their appropriate forms manager. The forms monitor will:

1.8.1. (Added) Ensure all forms are developed when a requirement exists to gather information on a repetitive basis, except as covered in paragraph 2.2 of AFI 33-360, Volume 2.

1.8.2. (Added) Ensure higher headquarters' forms are used in lieu of developing a new form.

1.8.3. (Added) Create and maintain a continuity book with current and essential information covering local and higher headquarters' forms management guidance.

1.8.4. (Added) Review all proposed forms being developed from their respective office(s) to ensure compliance with AFI 33-360, Volume 2.

1.8.5. (Added) Be trained within 90 days of appointment to duty.

1.9. (Added) **Supervisor/Trainer.**

1.9.1. (Added) Supervisors/Trainers are responsible for annotating all forms management training in the trainee's training record. The minimum training required will be annotated in the AF Form 623, **On-The-Job Training Record**. Any additional training identified by the trainee's supervisor will be annotated in the AF Form 797, **Job Qualification Standard Continuation/Command JQS**.

3.16. (Added) **Office Forms and Form Letters.** Office Forms and Form Letters are developed for use only by the originating directorate, division, branch, section or office.

3.16.1. (Added) Office Forms: Each office will maintain a binder marked with the unit designation/office symbol and "Office Forms" (i.e., 70 IW/SCM-Office Forms).

3.16.1.1. (Added) Each office form will be identified in the bottom left hand corner in caps with the unit designation/office symbol (i.e., 70 IW/SCM), form number (FORM X), and date of creation (YYYYMMDD). All forms will be numbered consecutively starting with the number 1 and a record copy maintained within the forms binder.

3.16.1.2. (Added) Each office will create an index listing all forms and will maintain the listing within the forms binder. The title of the index will be the unit designation/office symbol (i.e., 70 IW/SCM) Office Form Index. The index will include at a minimum: Each form listed consecutively by number, title, and date of creation.

3.16.1.3. (Added) OPRs will conduct a forms review every year from the date of the creation by using the AF Form 1382. After every review, place a copy of the AF Form 1382 with each form in the forms binder.

3.16.2. (Added) Form Letters: Each office will maintain a binder marked with the unit designation/office symbol and "Form Letters" (i.e., 70 IW/SCM-Form Letters).

3.16.2.1. (Added) Each form letter will be identified in the bottom left hand corner in caps with the unit designation/office symbol (i.e., 70 IW/SCM), form letter number (FORM LETTER X), and date of creation (YYYYMMDD). See [Attachment 4 \(Added\)](#) for example of form letter. All form letters will be numbered consecutively starting with the number 1 and a record copy maintained within the form letters binder.

3.16.2.2. (Added) Each office will create an index, listing all form letters, and maintain the listing within the form letters binder. The title of the index will be the unit designation/office symbol (i.e., 70 IW/SCM Form Letters Index). The index will include at a minimum: each form letter listed consecutively by number, title, and date of creation.

## 7. (Added) **Forms Requisition Process.**

7.1. (Added) Classified, Accountable, Safeguarded, or For Official Use Only (FOUO) Forms Requisition.

7.1.1. (Added) Any office requiring classified, accountable, safeguarded, or For Official Use Only (FOUO) forms will establish an account with Air Force Publishing Distribution Center. To establish the account, complete AF Form 1846, **Request for and Record of Organizational Account**, and follow the instructions on the reverse side of the form. OARs will notify the publishing manager upon receipt of the classified, accountable, safeguarded, or FOUO forms and provide the publishing manager a signed copy of the receipt signed by the OAR.

7.1.2. (Added) Upon receipt of accountable forms, the requester of the forms will maintain the original signed copy of the AF Form 213, **Receipt for Accountable Form**, or other used receipt used by the distributor. If the requester will be maintaining the forms, an AF Form 505, **Accountable Forms Stock Control Record**, must be prepared to record the quantity and serial numbers of the accountable forms. Prepare a new AF Form 505 each time a new series is received from the distributor. If the requester will be transferring the forms to another office or person to maintain the stock, the requester will prepare another AF Form 213 or use any extra copy the source may have provided for the new maintainer to sign for the stock. Since the requester will be transferring the stock to another office/person, the requester will not be responsible for preparing the AF Form 505; the new office/person will have this responsibility.

7.1.3. (Added) Maintain AF Form 213 in your records according to Table 37-06, Rule 5, AFMAN 37-139. Maintain AF Form 505 in your records according to Table 37-06, Rule 3, AFMAN 37-139.

7.1.4. (Added) All accountable forms will be safeguarded, controlled and inventoried. Accountable forms will be inventoried every six months. The publishing manager will contact the Chief of Information Management to designate a person to conduct the inventory. The designated person cannot be appointed consecutively, cannot be assigned to the office that maintains the accountable form, and must be a Technical Sergeant, GS-6, or above.

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms:***

**FOUO**—For Official Use Only

**JQS**—Job Qualification Standard

**LAN**—Local Area Network

**OPR**—Office of Primary Responsibility

**OPSEC**—Operations Security

**Attachment 4 (Added)****SAMPLE FORM LETTER**

**A4.1. Sample Form Letter.** The following memorandum is an example of a properly formatted form letter according to paragraph **3.16.2.1. (Added)** of this supplement:

MEMORANDUM FOR \_\_\_\_\_

FROM: 43 IS/CCQ

SUBJECT: Sponsor Appointment Letter

1. Request a highly motivated individual be appointed as sponsor for the following inbound. The individual should be willing to provide assistance, extend welcome, and orient the newcomer upon arrival.

Rank/Name: \_\_\_\_\_

Marital Status: \_\_\_\_\_

2. The appointed sponsor must provide the orderly room with a personal welcome letter. This letter must be forwarded to the orderly room NLT \_\_\_\_\_. Please contact me at XXX-XXXX, if there are any questions.

JOHN F. DOE, A1C, USAF

Intro Monitor

1st Ind, \_\_\_\_\_

MEMORANDUM FOR 43 IS/CCQ

The following individual has been appointed sponsor for the above mentioned individual:

Rank/Name: \_\_\_\_\_

SSAN: \_\_\_\_\_

Duty Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Office Symbol: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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(Commander's signature block)

PRIVACY ACT: AUTHORITY: 10 U.S.C. 8013; E.O. 9397. PURPOSE: To appoint sponsors to incoming personnel. SSAN was used for positive identification. ROUTINE USE(S): This information will be used by the orderly room personnel to identify and document assigned sponsors for incoming personnel to the 43 IS. DISCLOSURE: Your disclosure of this information on this letter or other comments you provide is voluntary. Failure to disclose this information will result in you not being contacted for emergency situations, duty schedule changes, appointments, and indoctrination into the National Security Agency.

FOR OFFICIAL USE ONLY

43 IS/CCQ, FORM LETTER 1, 20020228

HAROLD J. BEATTY, Colonel, USAF  
Commander